

Retention and Classification Report

Agency: Treasurer. Unclaimed Property Division (1456)

168 North 1950 West, Suite 102
Salt Lake City, UT 84116
320-5360

Records Officer Dennis Johnston

09415	Abandoned property claims
24961	Audit work papers
27368	Cash receipts
27369	Contract files
27367	Financial report
27374	Inventory of fixed assets
27370	Payment records
24045	Publications
27377	Records destruction files
27375	Telephone bills
27376	Travel and transportation files
09417	Unclaimed contents of safe deposit boxes
09418	Unclaimed property reports

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 9415

3

TITLE: Abandoned property claims

DATES: 1953-

ARRANGEMENT: Chronological, thereunder by claim number

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

These records support the agency's function to manage abandoned and unclaimed property left in the state's custody (Utah Code 67-4a-201 (2007)). Records document the process of returning abandoned property to its rightful owner and may include the claim, disputes or other claims of ownership, evidence of ownership produced by the claimants, and records of eventual payment or release of property to claimant.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center permanently.

Digital image: Retain in Office permanently.

Digital image Duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 9415

TITLE: Abandoned property claims

(continued)

APPRAISAL:

Administrative Fiscal Legal

This disposition is based upon the agency's conviction that there are no time limits as to when a citizen or another state may claim ownership of property held by this agency (67-4a).

PRIMARY CLASSIFICATION:

Private Utah Code 63G-2-302(2)(d) (2014); Utah Code 63G-2-310 (2008)

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 24961

3

TITLE: Audit work papers

DATES: 1983-

ARRANGEMENT: Alphabetical by holder name.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

The records contained within this series consist of detailed audit work papers created as a result of a business audit. Files contain documentation of research and correspondence used in the creation of the Division's Audit Reports. Information compiled within these files may be referred to in subsequent audits. Documents collected during the course of an audit include bank statement information, business financial information, internal control questionnaires, general ledger copies, and other audit reports.

RETENTION:

Retain 10 years after audit becomes inactive

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until audit becomes inactive and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 24961

TITLE: Audit work papers

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (2008)

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27368

3

TITLE: Cash receipts

DATES: 1998-

ARRANGEMENT: Numerical by deposit number

ANNUAL ACCUMULATION:

DESCRIPTION:

Cash receipt transaction forms accompanying agency deposits to the State Treasurer's Office.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 17.

AUTHORIZED: 02/04/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27369

3

TITLE: Contract files

DATES: 1998-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

Files which document transactions of any value. They include contract, requisition, purchase order and lease records, correspondence, related records pertaining to award, administration, receipt, inspection, and payments.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 4.

AUTHORIZED: 02/01/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years after final payment and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27367

3

TITLE: Financial report

DATES: 1998-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

Reports of accounting information contained in the state accounting system, including budget, grant, payroll, revenue expense, accounting reports, and bank reconciliations.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 55.

AUTHORIZED: 02/01/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27374

3

TITLE: Inventory of fixed assets

DATES: 1998-

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records are used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 27.

AUTHORIZED: 02/04/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27370

3

TITLE: Payment records

DATES: 1998-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 53.

AUTHORIZED: 02/01/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after end of fiscal year in which they were initiated and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 24045

3

TITLE: Publications

DATES: 2001-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 12/12/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Publications document agency history and functions. Publications have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27377

3

TITLE: Records destruction files

DATES: 1998-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Records which document the destruction of a governmental agency's records, such as destruction letters or destruction logs. May also contain documentation of records maintained and destroyed by the State Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 38.

AUTHORIZED: 02/04/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27375

3

TITLE: Telephone bills

DATES: 1998-

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Bills which document calls made from state offices and state cellular phones. Bills also include the number called and the length, time, and date of phone call.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 43.

AUTHORIZED: 02/04/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27376

3

TITLE: Travel and transportation files

DATES: 1998-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records document payments made to state employees and agencies for the purpose of reimbursing travel, transportation, equipment, service, training, and other reimbursable costs. Records include correspondence, forms, travel reservations, travel authorizations, per diem vouchers, transportation requests, hotel reservations, invoices, itemized expenses, and other supporting records used to validate reimbursable expenses.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 44.

AUTHORIZED: 02/04/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 9417

3

TITLE: Unclaimed contents of safe deposit boxes

DATES: 1957-

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

These records consist of contents of safe deposit boxes, items held in safekeeping or lost and found holdings. These items are sent to the state from medical facilities, police stations, and financial institutions. This property is held by the state until claimed by the individual or next of kin, or sold according to state law. The contents or the monetary value of the items must be available for return or payment to the rightful owner when claimed. This series contains only paper records that could not be sold.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative use ends and then transfer to State Records Center. Retain in State Records Center permanently.

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 9417

TITLE: Unclaimed contents of safe deposit boxes

(continued)

APPRAISAL:

Administrative Fiscal Legal

This disposition is based upon the agency's conviction that there are no time limits as to when a citizen or another state may claim ownership of property held by this agency (UCA 67-4a).

PRIMARY CLASSIFICATION:

Private 63G-2-302 (2008)

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 9418

4

TITLE: Unclaimed property reports

DATES: 1958-

ARRANGEMENT: Alphabetical by company name

ANNUAL ACCUMULATION: 8.00 cubic feet.

DESCRIPTION:

Detail on the holder i.e. Verification and Checklist (ST2) and detail on the individual whose property is being held i.e. Detail Report (ST1) filed annually by law (UCA 78-44) and sent to the office of Unclaimed Property by anyone authorized to do business in the state of Utah to declare that the individual or company is holding (in possession of) property that belongs to another individual.

RETENTION:

Retain Permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative use ends and then transfer to State Records Center. Retain in State Records Center permanently.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Computer data files: Retain in Office permanently.

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 9418

TITLE: Unclaimed property reports

(continued)

APPRAISAL:

Administrative Fiscal Legal

This disposition is based on UCA 78-44 (1992) which gives no time limits as to when a citizen or another state may claim ownership of property held by this agency. Previous decision RDR# 78-38: Microfilm.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

SECONDARY CLASSIFICATION(S):

Public. Name of owner and last known address. UCA 78-44-19 (2008).